



MAYOR AND CITY COUNCIL OF BALTIMORE  
PERMITS AND CODE ENFORCEMENT



PROPERTY REGISTRATION STATEMENT  
PART A

**SECTION 1 REQUIRED - ALL FIELDS MUST BE COMPLETED**

OWNER'S NAME			
OWNER'S ADDRESS			
CITY	STATE _____ (PLEASE USE ABBREVIATION)		ZIP CODE
TELEPHONE: (AREA CODE) AND TELEPHONE NUMBER	EMAIL ADDRESS (Optional) providing an e-mail address gives you access to additional services		

**SECTION 2: IS THE PROPERTY OWNER A PARTNERSHIP or TRUST? IF YES PLEASE COMPLETE THIS SECTION**

NAME OF RESPONSIBLE OFFICER / PERSON			
STREET ADDRESS			
CITY	STATE _____ (PLEASE USE ABBREVIATION)		ZIP CODE
TELEPHONE: (AREA CODE) AND TELEPHONE NUMBER	EMAIL ADDRESS (Optional) providing an e-mail address gives you access to additional services		

**SECTION 3: IS THE PROPERTY OWNER A CORPORATION? IF YES PLEASE COMPLETE THIS SECTION**

NAME OF RESIDENT AGENT			
STREET ADDRESS			
CITY	STATE _____ (PLEASE USE ABBREVIATION)		ZIP CODE
TELEPHONE: (AREA CODE) AND TELEPHONE NUMBER	EMAIL ADDRESS (Optional) providing an e-mail address gives you access to additional services		

**SECTION 4: IS THERE A PROPERTY MANAGER OR MANAGING OPERATOR? IF YES PLEASE COMPLETE THIS SECTION**

NAME OF PROPERTY MANAGER OR MANAGING OPERATOR			
STREET ADDRESS			
CITY	STATE _____ (PLEASE USE ABBREVIATION)		ZIP CODE
TELEPHONE: (AREA CODE) AND TELEPHONE NUMBER	EMAIL ADDRESS (Optional) providing an e-mail address gives you access to additional services		

<b>REQUIRED- PLEASE SIGN BELOW</b>		<b>DO NOT WRITE IN THIS AREA FOR OFFICE VALIDATION ONLY</b>	
STATEMENT		REGISTRATION# _____	
I DECLARE UNDER PENALTIES OF PERJURY THAT I HAVE EXAMINED THIS REGISTRATION STATEMENT AND ALL ATTACHMENTS AND THEY ARE TRUE, CORRECT AND COMPLETE. I ALSO DECLARE THAT I AM THE OWNER OR HAVE SPECIFIC APPROVAL OF THE OWNER TO ACT AS AGENT FOR THIS STATEMENT.		COMPLETE - IF NO, WHY _____	
PRINT NAME	TITLE/POSITION *Required for CORPORATION AND PARTNERSHIPS	PAYMENT SUBMITTED - CORRECT AMOUNT -	
OWNER'S SIGNATURE	DATE		

## PROPERTY REGISTRATION - PART B

OWNER'S NAME:

REGISTRATION NUMBER:

PLEASE LIST EACH ADDRESS YOU ARE REGISTERING

SELECT THE PROPERTY TYPE				PROPERTY ADDRESS	BLOCK LOT	# DWELLING UNITS	# ROOMING UNITS	# OTHER UNITS
1 OR 2 FAMILY DWELLING	MULTIPLE FAMILY DWELLING	VACANT COMMERCIAL	VACANT LOT					
				1				
				2				
				3				
				4				
				5				
				6				
				7				
				8				
				9				
				10				
				11				
				12				
				13				
				14				
				15				
				16				
				17				
				18				

**Registration Statement of Residential Property: Part C**  
**COMPLIANCE WITH LEAD POISONING PREVENTION LAWS**

This form must be completed for the issuance or renewal of a property registration statement and for the issuance of a multiple family dwelling (MFD) license. However, completion of the form alone does not ensure the issuance of a MFD license.

For a MFD license to be issued or renewed, you must comply with the following:

1. Required annual inspection. The date and time of your scheduled annual inspection will be mailed to you.
2. The rental property must be in compliance with §6-815(c) of the MD. Ann. Code, Environment Article.
3. Property registration must be current and complete:
  - a. Payment must be made in full
  - b. Part C must be completed and signed
  - c. A valid phone number must be provided.
  - d. Registration statement or renewal statement must be signed by the owner.

The MFD licenses of noncompliant properties may be revoked and additional penalties of up to \$500 per day may be applied.

**COMPLETE ONE FORM FOR EACH DWELLING UNIT.**

1. Property Owner Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone #: (\_\_\_\_\_) \_\_\_\_\_

Rental Property Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. Is the rental property an "affected property"?    **YES**     **NO**

An affected property is a residential rental property built before 1950 that is not certified lead free or limited lead free. (If you do not know the built date of your property, this information may be on your deed or you may contact the local office of the Department of Assessment and Taxation at [www.dat.state.md.us](http://www.dat.state.md.us))

If the property is certified lead free or limited lead free, please list the current Lead Inspection Certificate Number: \_\_\_\_\_.

**If the answer to #2, above is "YES" please complete # 3 and 4 and sign the bottom of the form.**

**If the answer to #2, above is "NO" please skip #3 and 4 and sign the bottom of the form.**

3. Is the rental property currently registered with the Maryland Department of Environment (MDE)?  
**YES**     **NO**

***Please note: MDE registration requirements are separate from Baltimore Housing's annual Registration and Multi-Family Dwelling License requirements.***

4. Provide the Lead Inspection Certificate Number for the current tenancy as required under § 6-815(c) of the MD. Ann. Code, Environment Article. \_\_\_\_\_.

**I SOLEMNLY DECLARE AND AFFIRM** under the penalties of perjury that the information above is true, accurate and complete.

\_\_\_\_\_  
(Owner's Signature)

\_\_\_\_\_  
(Date)